

ASSESSMENT BOOKLET

YEAR 7



2019

COLYTON HIGH SCHOOL

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Assessment Policy

School Requirements

To successfully complete Year 7 and progress into Year 8, a student must:

- satisfactorily complete the mandatory curriculum requirements of the Board;
- attend school maintaining an attendance rate of no less than 85%;
- make a serious attempt at all school work and assessment tasks.

Pattern of Study

The Department of Education and Trainings mandatory curriculum requirements are listed below.

- English
- Mathematics
- Science
- Human Society and Its Environment
- Languages Other than English
- Technological and Applied Studies
- Creative Arts - consisting of Visual Arts and Music
- Personal Development, Health and Physical Education

Satisfactory Course Completion

A student will be considered to have satisfactorily completed a course if, in the principal's view, there is sufficient evidence that the student has:

- a) **followed** the course developed; and
- b) **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- c) **achieved** some or all of the course outcomes.

Assessment Tasks

Students will be provided with an assessment task outline sheet no less than two (2) weeks prior to the due date. Students will be provided with a written task outline sheet and a marking guideline for all assessments other than examinations. A sample of a task outline sheet and marking guideline is shown on page 6. In addition, students will need to complete the tear off slip on the task outline sheet when submitting work to verify submission if a future problem arises.

Absence from or Non-Completion of Assessment Tasks

If a student does not attend an assessment task on the due date, they will receive a reduced mark for the task based on the following sliding penalty scale:

	Penalty Applied	Highest Possible Mark
1 Day Late	30%	70/100
2 Days Late	40%	60/100
3 Days Late	50%	50/100

4 or more Days Late	100%	0/100
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The sliding scale has been developed to allow students the opportunity to gain some recognition for completing work for assessment tasks that are not submitted on time. Students who submit tasks prior to the close of the school day on the 3rd day late **WILL NOT** receive a zero mark for the task. The sliding penalty scale **WILL NOT** apply for formal examinations or tasks that are performance based assessments where students will be required to submit the appropriate misadventure paperwork.

The sliding penalty scale will not apply as follows and students **MAY** be eligible for an extension or change of date for the assessment task.

If a student does not attend an assessment task, they will receive zero for that task, unless:

- a) the reason for absence was foreseeable and written application to the Deputy Principal for leave has been made and that leave is granted. Written application may be made through the submission of an exemption form PRIOR to the expected period of leave.

- b) The absence was genuinely unforeseeable (e.g. illness or similar) and immediate contact, confirmed subsequently in writing, between parent and the teacher or Deputy Principal, including suitable documentation (e.g. Doctor's certificate or letter from parent/carer) is completed and it is realistic to set an alternative task that will not be the subject of appeal on the grounds of fairness by other students.

In the case of approved absence, the school will expect the student to sit for the task or an equivalent one on the day of return. If the absence is a prolonged one students may receive an estimate that will be determined at the end of the assessment process.

Work submitted late will be marked and feedback provided where this is reasonable, but will be recorded as a zero score. For this reason, it is preferable to submit work in progress, though incomplete, rather than submit the completed work late.

Serious Attempts

Students will be considered as having made a serious attempt at a task if there is evidence that the student has made reasonable efforts and/or has tried to use the available resources to complete the requirements of the task. Responses submitted which are of a trivial, frivolous or offensive nature may be regarded as non-serious and no marks awarded.

School Assessment Procedures

Rights and Responsibilities

The school has the responsibility for providing:

- Guidelines for assessment in each course
- An assessment schedule and course requirements for each course.
- At least two weeks written notification that an assessment task will take place or be due on a particular date. Where appropriate this will include details of the specific nature of the task e.g. an essay question for a hand-in task.
- At least two weeks' notice of a change to a previously notified assessment task.
- Prompt feedback on each assessment task. If students have concerns about a mark or rank on a particular task, they should speak to their teacher as soon as possible after the issue of results.
- Advice on procedures to be followed in the event of an illness or misadventure preventing you from completing an assessment task or examination.
- Advice on the procedures and consequences which flow from failure to maintain satisfactory progress in coursework or assessment.

As a student, you are responsible for:

- Meeting all course requirements.
- Applying yourself with diligence and sustained effort to the set tasks and experiences provided in each course.
- Making a serious attempt at all assessment tasks.
- Your personal honesty - work submitted must be your own work and sources consulted or quoted must be acknowledged.
- Submitting all tasks on or before the due date.

Failure to complete all course and assessment requirements could result in the failure to satisfactorily complete the course.

Submitted Assessment Task

- There are many types of assessment tasks. Some tasks will be completed in class; others will need to be completed at home, while other tasks will need to be completed both in class and at home.
You cannot take time off any class to complete an assessment task.
- Every task prepared out of class must be submitted with a cover page - with details of the assessment task name, student name and due date.
- Tasks must be submitted by the due date and time as specified on the assessment task notification. Students who do not submit their own work can expect to receive zero marks for the task.
- Assessment tasks must be submitted in the format specified on the assessment task notification and/or approved by the course teacher. Digital submissions must be able to be viewed by teachers for marking on a standard DEC school computer.

Malpractice in Examinations and Assessment Tasks

Academic dishonesty by students in any form is unacceptable. All work that is submitted for assessment purposes must be the independent work of the student concerned (or, where group work is permitted, of the students concerned).

- (a) Cheating in any task will result in an award of zero marks. Parents will be notified.
- (b) Plagiarism is a serious offence. Students who submit the work of others without recognition may be given a mark of zero. The term "work of others" applies to all forms of information sources, whether it is copied, for example, from another student, a textbook, or from the internet.

Plagiarism is the use of somebody else's ideas or words as if they are your own. Any of the following, without fully acknowledging the original source, counts as plagiarism or academic dishonesty:

- Direct duplication in any assessment task or assignment, by using another's work or allowing it to be copied, whether from a book, article, website another student's assignment or any other work.
- Paraphrasing of another's work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained.
- Piecing together sections of the work of others as if it was all your own original work.
- Handing in your own work to a teacher which you have already handed in for assessment purposes in another subject.
- Producing assignments with the help of other people (e.g. another student or a tutor when independent work is required.)

In extended response answers and assignments it is appropriate to acknowledge the following:

- The source of all quotations, statistics, etc.
- All material put in your own words or summarised from other sources such as books, articles and websites.
- Factual information not commonly known and accepted in the subject you are studying.
- A line of thinking borrowed from someone else.
- Tables, diagrams, maps and illustrations that are taken from other sources

If you are unsure of how to correctly reference or acknowledge in an extended response or assignment in a given subject, you should consult your teacher before the assessment task is due. In the case of assessment tasks such as an extended response or research assignment, students will be required to sign a statement saying that their assessment task is their own work. The school reserves the right for all assessment tasks submitted by students to be subject to tests for plagiarism.

Where a teacher suspects a student of plagiarism or other academic dishonesty, the following procedures will apply:

1. The teacher will discuss the matter with the student and then present the details to the Head Teacher who will determine whether to proceed with the matter.
2. The Head Teacher and the teacher together will, if necessary, further interview the student in order to establish the student's response to the alleged plagiarism.
3. Should the Head Teacher determine to proceed further, the matter will be referred to the Deputy Principal.
4. Should a case of plagiarism or other academic dishonesty be established, the Deputy Principal may do one or more of the following:
 - a. Require the student to undertake additional assessment in that subject.
 - b. Return a mark of zero for the assessment.
 - c. Record the task as a non-attempt.

Examinations will be conducted as far as possible in accordance with Board of Studies procedures for the particular subject. These procedures cover such things as materials and equipment that may be taken into and used during examination.

In examinations, it is not acceptable to take into or out of the examination room any material, including paper, blank or otherwise, that is not specifically authorised. Mobile phones or other electronic devices (other than approved calculators) are not permitted in the examination room.

Appealing Marks


Any complaint relating to the marking of a task can only be considered at the time the task result is given back. The process to follow is:

- discuss first with the teacher - request a review of the mark
- if not satisfied, see the Head Teacher
- if still not satisfied, see the Deputy Principal

Assessment Task and Marking Report Sample

You will be issued with an assessment task sheet similar to the sample shown below for all tasks other than cumulative and examination tasks. The sheet will show the due date, weighting (how much the task is worth), the task description and marking criteria. The teacher will also be able to write a comment about your task after it has been marked.

The marking criteria indicate what you need to do to receive a certain mark for your assessment task. It should be used as a guide in putting your task together.



**Colyton High School
(FACULTY) assessment task**

Student name: _____ Class: _____
 Course: _____ Teacher: _____
 Date issued: _____ Date due: _____
 Assessment task number: _____ Weighting: _____
 Outcomes: _____
 Assessment task description: _____

I, _____ certify that this is my own work. _____
Name Student signature Date

Note: This cover sheet MUST be attached to the front of the task when it is submitted for assessment.

RECEIPT FOR STUDENT

Note: Have your teacher sign this section as a record of your task being submitted.

Student name: _____ Class: _____
 Course: _____ Assessment task number: _____
 Date due: _____ Date submitted: _____
 Teacher's signature: _____

For students, you need to keep this receipt for your own record until the assessment task has been marked and returned.

Marking criteria:

Mark / rank (if applicable)

Teacher comment:

On the bottom of the first page is a receipt slip that must be signed by the teacher and returned to you when you submit your task. This is your record of submission of your assessment task in the event that the task becomes lost or misplaced. It is advised that you keep this in a safe place until the task is returned.

Assessment Schedules

English

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1-4	ongoing		20%	In class assessments
1	10		20%	Essay – Narrative Voice Unit
2	9		20%	Multimodal speaking task – Autobiography/biography unit
3	9		20%	Review – Thematic unit
4	4		20%	Yearly Examination

Mathematics

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1	6		15%	In class Open Book Test
2	5		25%	Half Yearly Examination
2	5		10%	Technology Task
3	7		15%	Assignment
3	7		10%	Technology Task
4	4		25%	Yearly Examination

Science

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1	10/11		20%	First-Hand Investigation
2	5		20%	Half Yearly Examination
2	9		20%	Topic Test
3	10		20%	Research Project
4	4/5		20%	Yearly Examination

PDHPE

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1	Ongoing		15%	Term 1 Practical Assessment
1	Ongoing		10%	Term 2 Practical Assessment
2	5		20%	Half Yearly Examination
2	Ongoing		10%	Term 3 Practical Assessment
3	8		10%	Research Task - Smoking
4	Ongoing		15%	Term 4 Practical Assessment
4	4		20%	Yearly Examination

Assessment Schedules

History

Semester 1

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1	6		40%	Ancient Mysteries Research Task
1	10		20%	PowerPoint Source Based Task
2	4		40%	Semester Examination

Geography

Semester 2

Term	Week	Due Date	Weight (%)	Nature/Name of Task
3	5		30%	Stimulus PowerPoint
3	9		35%	Report
4	4		35%	Semester Examination

Assessment Schedules

Technology – Home Economics - Computing (Semester Based Assessment)

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1 or 3	5		20%	Safety in TAS training room
1 or 3	8		20%	Research Design and Technology
2 or 4	8		30%	Practical Task completion and presentation
2 or 4	8		30%	Folio complete and present (hardcopy)

Technology – Home Economics - Textiles (Semester Based Assessment)

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1 or 3	5		20%	Safety in TAS training room
1 or 3	8		20%	Research Design and Technology
2 or 4	8		30%	Practical Task completion and presentation
2 or 4	8		30%	Folio complete and present (hardcopy)

Technology – Industrial Arts – Mixed Materials (Semester Based Assessment)

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1 or 3	5		20%	Safety in TAS training room
1 or 3	8		20%	Research Design and Technology
2 or 4	8		30%	Practical Task completion and presentation
2 or 4	8		30%	Folio complete and present (hardcopy)

Technology – Industrial Arts - Timber (Semester Based Assessment)

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1 or 3	5		20%	Safety in TAS training room
1 or 3	8		20%	Research Design and Technology
2 or 4	8		30%	Practical Task completion and presentation
2 or 4	8		30%	Folio complete and present (hardcopy)

Assessment Schedules

Visual Arts

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1	9		25%	Art Making
2	5		15%	Written Task
2	9		25%	Art Making
3	5		15%	Written Task
4	2		20%	Art Making

Critical/Historical Study: 30% - Making: 70%

Music

Term	Week	Due Date	Weight (%)	Nature/Name of Task
1	9		10%	Musicology
			10%	Performance
2	8		30%	Composition
			20%	Performance
3	9		20%	Musicology
			10%	Performance

Performance: 40% - Composition: 30% - Musicology: 30%